

(6) Develop and submit to the MILSBILLS Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the MILSBILLS Administrator.

(7) Participate in system surveillance, through onsite visitations in coordination with the MILSBILLS Administrator.

b. Implement approved systems and revisions thereto and provide the MILSBILLS Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 working days after the end of a designated semiannual cycle and shall begin with the first cycle following publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSBILLS. In addition, furnish copies of initial training instructions concerning MILSBILLS to the MILSBILLS Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the MILSBILLS Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the DLA with an open rider requisition using SF 1, . Printing and Binding Requisition, and bulk distribution lists to cover all printed changes to this manual and its supplement (DoD 4000.25-7-S1 (reference (b))). The SF 1 will be sent to:

HQ, Defense Logistics Agency
Attention: DLA-XPD
Cameron Station
Alexandria, Virginia 22304-6100

h. Ensure that operating activities that support a MILSBILLS function" comply with this manual and its supplement (reference (b)).

i. Furnish to the MILSBILLS Administrator copies of supplemental and internal procedures, and changes thereto, related to the operation of MILSBILLS.

j. Report to the MILSBILLS Administrator problems, violations, and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The **MILSBILLS** Focal Point Committee shall:

- a. **Consist** of representatives from the DoD Components and other **participating** organizations for the **MILSBILLS**.
- b. Be chaired by the **MILSBILLS** Administrator.
- c. Meet at least quarterly. Minutes of these meetings shall be distributed by the **MILSBILLS** Administrator within 30 days.

2. Functions. The **MILSBILLS** committee shall participate in the development, Implementation, and maintenance of the **MILSBILLS**.

3. Focal Point. The following have been designated as the office of primary responsibility or focal point for **MILSBILLS** matters within the following organizations:

<u>Organization</u>	<u>Focal Points</u>
Air Force	AFAFC/XSMM Denver, CO 80279-5000 (AV 926-4781)
Army	Director, Finance and Accounting Asst. Secretary of the Army (FM) ATTN: SAFM-FAP-A Indianapolis, IN 46249-1026 (AV 699-3035)
Coast Guard	Commandant U.S. Coast Guard ATTN: G-FAD-1 Washington, DC 20593-0001 (FTS 755-7667)
Defense Automatic Addressing System Office	Defense Automatic Addressing System Office ATTN: DAAS-VL Gentile Air Force Station Dayton, OH 45444-5320
Defense Logistics Agency	Comptroller Defense Logistics Agency ATTN: DLA-CFS Cameron Station Alexandria, VA 22304-6100 (AV 284-6224)

Organization

Focal Point

Defense Security Assistance
Agency

Comptroller
Defense Security Assistance
Agency
ATTN: COMPT-FMD
Washington, DC 20330-2800
(AV 227-2293)

General Services Administration
and Non-Defense Agencies

Deputy Comptroller for Finance
General Services Administration
ATTN: BCTN
Washington, DC 20405-0001
(FTS 566-0620)

Marine Corps

Commandant of the Marine Corps
ATTN: **FDF-21**
Washington, DC 20380-0001
(AV 224-1954)

National Security Agency

Comptroller
National Security Agency
ATTN: N44
Ft. Meade, MD 20755-6000
(AV 235-0111, ext. 6260)

Navy

Commander
Navy Accounting and Finance
Center
ATTN: **NAFC-521**
Washington, DC 20376-5001

DoD Components other than
those shown above contact the
DoD MI **LSBILLS** Administrator

Chief, Defense Logistics
Standard Systems Office
ATTN: DLSSO-CB
Cameron Station
Alexandria, VA 22304-6100
(AV 284-7956)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms, and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs

are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by underscored numbers, and by underscored lower case letters, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

1 Subparagraph

a Subparagraph

c. Appendices are identified **by alphabetic**s and numerics to indicate an alphabetic group, e. g., A1, A2, B1, **B2**.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with **arabic** numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i. e., **B1-**, **B2-**, etc., followed by the page number of the appendix.

2. Distribution of the Manual. The Defense Logistics Agency will distribute this manual and formal **changes** to those designated points within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

3. Formal and Interim Changes

a. Formal changes to this manual will be published as needed. Formal changes will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by marginal lines.

b. The DAASO will furnish the DoD MI **LSBILLS** Administrator, upon request, with an Electronic Composing System (**ECS**) negative for publication of a formal change to appendix D of, this manual. The DoD MI **LSBILLS** Administrator will request the negative at least 30 days in advance of the date desired and **will** provide the appropriate change number.

c. Interim changes will be issued to publish emergency or other changes when there is insufficient time to publish a formal change. All interim changes will be incorporated in a formal change without undue delay. Interim changes will be numbered consecutively and will indicate the formal change in which it will be incorporated. For example, the second interim change to be incorporated in change 3 will be numbered "**IC 3-2.** " The **MILSBILLS** Administrator will distribute copies of interim changes as indicated in lists provided by the **MILSBILLS** Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual or its supplement (reference (b)) will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the **MILSBILLS** Administrator:

Chief, Defense Logistics Standard Systems Office
ATTN: **DLSSO-CB**
Cameron Station
Alexandria, VA 22304-6100

3. The following information must accompany proposed changes to this manual when they are forwarded to the **MILSBILLS** Administrator:

a. Concept. A narrative description of the idea underlying the proposed change. What is the basic idea or problem?

b. Rationale. An explanation of the need for the change. Why is it a problem?

c* Interface. Known or potential impact on other DLSS or **non-DLSS** DoD logistics or financial system(s). Who should be involved with or know of this proposal?

d. Expected Benefits. Operational statement identifying known or potential advantages resulting from the proposed revision. Disadvantages, when known, should also be addressed.

e. Proposed Change. Proposed wording changes for this manual and other DoD **publications** upon which this change is contingent or are affected by the change.

4. The **MILSBILLS** Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the **MILSBILLS** Focal Points. A consecutively numbered proposed **MILSBILLS** change letter (**PMCL**) will be prepared to staff proposals. A minimum of 60 days will be allowed for staffing.

5. Prior to submitting proposed changes to the supplement (reference (b)), focal points will ensure that:

a. Treasury account symbols are valid or provide conversion instructions for reporting on the Statement of Interfund Transactions.

b. Suffix/limit codes cited on department "97" appropriations are valid as determined by OSD (reference (d)).

c. DODAACs cited are listed in the DODAAD (reference (e)).

6. Changes to the supplement (reference (b)) will normally be approved and published without coordination. When a standard procedure or policy is involved, a proposed change to the appropriate provisions of this manual must accompany the change to the supplement. Changes to fund codes which denote billing under noninterfund procedures must be staffed.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the MILSBILLS Administrator will, in coordination with the MILSBILLS Focal Points, establish an effective date for the change. Coordination will be effected through agreements reached during DoD MILSBILLS Focal Point committee deliberations or, in most cases, through letters to the MILSBILLS Focal Points.

2. Preferred Implementation Date. Request for implementation date (RFID) letters will allow the MILSBILLS Focal Points a minimum of 60 days for staffing. Changes will normally be effective on April 1 or October 1. Preferred dates more than one year in the future will also indicate whether or not any portion of the approved change can be implemented with one year's notice.

3. Effective Date

a. Following receipt and evaluation of DoD Component and participating Agencies preferred implementation dates, the MILSBILLS Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the MILSBILLS Administrator through release of an AMCL.

b. Except for fund codes denoting billing under noninterfund procedures, changes to the supplement (reference (b)) will be effective as of the date (first of a month) indicated by the focal point. However, when the change is received by the MILSBILLS Administrator less than 60 calendar days before the desired effective date, the change will be published effective the next scheduled period or as soon as possible.

4. Approved MILSBILLS Change Letters (AMCLs). AMCLs will be consecutively numbered and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The MILSBILLS Administrator will distribute copies of AMCLs as required by lists provided by MILSBILLS Focal Points.

5. Implementation. DoD policy (see section D) requires full implementation of MILSBILLS. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the 'A SD(C) for decision.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components and participating Agencies are authorized when additional detail instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies:

1. Army: AR 37-12, Inter fund Billing, Collection and Reporting Procedures;
2. Navy and Marine Corps: Navy Comptroller Manual ; Volume 8, Chapter 6, Part B;
3. Air Force: AFR 177-101, Part Four, Chapter 27, Section K;
4. DLA: DLAM 7000.1, Accounting and Finance Manual , Chapter 11;
5. GSA: (a) **FPMR-101.26-8**, Discrepancies or Deficiencies in GSA or DoD **Shipments**, Material or Billings and
(b) FPMR 101-2.1 - Billings, Payments and Adjustments.

K. QUARTERLY STATUS REVIEW

The MILSBILLS Administrator will disseminate the quarterly status review required (section E) by DoD Directive 4000.25 (reference (a)) within 2 weeks of the close of the quarter. The report will be in two parts, one for open proposals in process and another for approved changes which are effective during the reporting or a future period.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT (RCS:DD-P&L(Q&SA)1419)

1. Purpose and Report Control Symbol. DoD Directive 4000.25 requires the DoD **MILSBILLS** Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MI **LS BILLS** revisions. The reporting requirement ends after a status of "fully implemented throughout the Component or Agency" is provided. The purpose is to identify and resolve problems prior to the effective date. The Directive assigned **RCS:DD- A& L(Q&SA) 1419** as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title. Semiannual Implementation Status Report.
- b. Report Control Symbol. **RCS: DD-P&L(Q&S A) 1419**
- c* As of Date. 1 May and 1 November
- d. Approved MI **LS BILLS** Change Number.
- e. Effective Date. As indicated on the AM CL.

3. Due Date. The report **must** be forwarded to the Chief, Defense Logistics Standard Systems Office, AT TN: **DLSSO-CB**, to arrive within 15 working days of the "as of" date of the report.

M. NO NC OM. PLIANCE WITH PRESCRIBED MI **LSBILLS** PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of **MI LSBILLS** related problems are unsatisfactory, the activity having the problem will request assistance from their MI **LSBILLS** Focal Point. The request will include copies of all correspondence pertinent to the problem; such as, the requisition number, number and date of bill, billing office, and the shipping office. The focal points involved will take the necessary actions to resolve the issue or problem. Necessary actions may include requesting assistance from the **MILSBILLS** Administrator. The MI **LSBILLS** Administrator will follow the procedures described in section E.

N. MINIMIZE CONDITIONS

When a minimize condition is imposed at a location, MI **LSBILLS** documents and reports which are normally forwarded to that location via AU TO DIN will be forwarded, instead, by regular **mail** for CONUS

addressees and airmail for overseas addressees. If neither the originating office nor **DAASO** is under minimize, **MILSBILLS** documents and reports may continue to be forwarded to DAASO via AUTODIN for further routing to the end destination.

0. SIMULATED MOBILIZATION EXERCISE

DI Code H series transactions have been reserved for use during simulated mobilization exercises in lieu of the normal "F" series **DI** codes. Although use of the "**H**" series **DI** codes is not mandatory, when exercises call for generating records prescribed by **MILSBILLS**, use of the "H" series **DI** codes is recommended.